



**PERSONNEL BOARD MEETING**  
**Edgartown Public Library**  
**26 West Tisbury Road, Edgartown, MA**  
**October 4, 2022, 2:30 PM**

**Meeting Minutes**

**Board Members:** Marcel LaFlamme, Chairman, Suzanne Cioffi, Kelly McCracken

**Staff:** Kim Lucas, Human Resources Director, Maria Ventura, Human Resources Assistant, James Hagerty, Town Administrator

**Presenters:** Heidi Boyd, Water Department, Alex Schaeffer, Fire Chief

*Meeting commenced at 2.33 p.m.*

**New Business:**

H. Boyd - Vacation time owed

Kim provided the calculation for the total amount owed, \$4,585.81, as requested at the last meeting. After a brief discussion of where the funds may come from the matter was deferred to James Hagerty who will facilitate through Accounting.

Motion to move by S. Cioffi, Second by K. McCracken

**Vote: Affirmative - Unanimous.**

Personnel Board agreed to take the agenda slightly out of order.

**Discussions:**

A. Schaeffer came to request a status update on the information he presented in June to the board to start the process in creating a paid full time Assistant Fire Chief position. Alex was under the impression that it had been sent away for a comp and class study. Kim did reach out to the Collins Center and the Town of Oak Bluffs and received verbal information but nothing in writing. There was a discussion on stipends and benefited positions to include why the position presented to the Board consisted of a different format than what the other local fire departments command structure looks like. Oak Bluffs Fire and Tisbury Fire consists of paid full time Chief and Deputy Chief with all of the other positions stipends. The proposal in front of the Board consists of Chief, Deputy Chief as stipend and Assistant Chief under Deputy Chief as full time paid position. Alex brought forward the concerns with staffing. He believes that the structure that he presented will work best should the position be approved but he is open to whatever the Board thinks is best. Brief discussion on regionalization ensued with the common issue of staffing all around. An offer of \$1,000 was made to facilitate a market study for this position by James Hagerty and the Select board Office. Matter will be revisited at next meeting.



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James mentioned that the budget calendar has been released which means that the COLA discussion will be coming forward shortly.

9/9/2022 Meeting minutes will be updated with requested clerical corrections. June and September minutes will be tabled until next meeting.

Brief discussion on the employee representative process. Deadline for interested persons is 10/14/2022 and will immediately be sent out for election to be held 11/1/2022.

The Board discussed when meetings could be held going forward; the second Tuesday of the month at 3pm. Next meeting scheduled for November 8, 2022 @ 3pm. (Potential conflict with Election Day)

**Meeting adjourned 4:05 P.M.**